

**Agenda Item 7**

**Enclosure 3**

**Paper ETC 27/02**

**Education and Training Committee**

**STANDING ORDERS FOR THE COMMITTEE**

**From the Executive**

**FOR DISCUSSION AND AGREEMENT**

**HEALTH PROFESSIONS COUNCIL**  
**EDUCATION AND TRAINING COMMITTEE**  
**STANDING ORDERS**

*These Standing Orders, together with the provisions of the Health Professions Order 2001 (the 2001 Order), establish the basic rules about how the Committee conducts its proceedings.*

*Unless the context otherwise requires, terms used in the Standing Orders have the same meaning as in the 2001 Order.*

*Where a procedural point arises which is not covered by either the Standing Orders or the 2001 Order, the common law rules concerning the conduct of meetings will apply.*

**1. CONSTITUTION AND QUALIFICATIONS FOR MEMBERSHIP**

1. The Council must appoint members, up to a maximum of 24, to the Education and Training Committee.
2. At least one member of the Committee must also be a member of Council (the term member including also alternate).
3. There must be at least one practitioner/registrant member from each Part of the Register, but the number of practitioner/registrant members from each Part of the Register must be equal.
4. There must be at least one member of the Committee who shall wholly or mainly live or work in each country of the United Kingdom.
5. There must be at least one lay member of the Committee to represent the interests of patients or clients of registrants or their carers.
6. The majority of members shall have such qualifications and experience in relation to the provision, funding or assessment of professional education and training as the Council considers will be of value to the Committee in the performance of its functions.

**2. PROCEDURE**

**Meetings**

1. The Committee shall meet in ordinary session (Ordinary Meeting) not less than [number] times in each year as follows :

[Insert cycle, eg first Wednesday in each of the months February, April etc.]

and at such other times as the Committee shall decide.

2. In addition to Ordinary Meetings, a special session of the Committee (Special Meeting) may be convened by the Secretary upon the written request of the Chairman or any [12] members of the Committee.
3. A written request for a Special Meeting to be held shall include details of the business to be transacted at that meeting.
4. A Special Meeting shall take place within [14] days of the Secretary receiving the request for the meeting to be held.

#### **Notice of Meetings**

5. The Secretary shall give members not less than five clear working days written notice of a meeting and the notice shall set out the time and place of, and agenda for, that meeting.
6. Failure to send notice of a meeting to a member shall not invalidate the proceedings of that meeting.

#### **The Chairman and Vice-Chairmen**

7. The Committee shall elect one of its members to be Chairman, who must be a member of the Council.
8. The Chairman shall chair any meeting of the Committee.
9. The Committee may appoint a member or members to be Vice Chairman/men of the Committee and a Vice Chairman shall chair any meeting of the Committee at which the Chairman is absent.
10. If the Chairman and Vice Chairmen are absent from, or otherwise unable or unwilling to chair, a meeting the members present shall, as the first business of the meeting, elect one of their number to chair that meeting.
11. In these Standing Orders references to the " Chairman " include the Vice Chairmen or any other member chairing at a meeting in place of the Chairman.

#### **Quorum**

12. The quorum at any meeting of the Committee shall not be less than half the members of the Committee for the time being and of the members which constitute that quorum at least three must be lay members.
13. If a quorum is not present within 15 minutes of the time appointed for a meeting to commence, all business which should have been transacted at that meeting shall stand over until the next Ordinary Meeting and shall take precedence over the business of that Ordinary Meeting, unless a Special Meeting is called in the meantime for the transaction of that business.

## **Minutes**

14. The Secretary shall keep minutes of each meeting which shall include a record of the members in attendance at that meeting.
15. At each meeting the minutes of the preceding meeting shall be confirmed (or confirmed as amended) and be signed by the Chairman as a true record of that meeting.
16. The signed minutes of a meeting shall, unless the contrary is proved, be conclusive proof of the proceedings at that meeting.

## **The Secretary**

17. The Registrar shall be secretary to the Committee and of any Sub-Committee established by the Committee or the Council.
18. The Registrar may appoint another officer or employee of the Council to act as secretary to the Committee or Sub-Committee.
19. In these Standing Orders references to the " Secretary " mean the Registrar or, where a person has been appointed in accordance with Standing Order 18, that person.

## **Conduct of meetings**

20. The order of business at a meeting shall follow that set out in the agenda unless it is varied by the Chairman with the consent of the Committee.
21. A member may only initiate a debate or move a motion on a matter which is not on the agenda with the consent of the Committee.
22. Subject to Standing Order 13 meetings shall start at the time set out in the notice of meeting and shall normally continue until all the business on the agenda has been disposed of but the duration of a meeting may only exceed three hours with the consent of the Committee.
23. The Chairman may, with the consent of the Committee, adjourn a meeting, but no business shall be transacted at an adjourned meeting other than the business which had not been disposed of when the adjournment took place.
24. If a meeting is adjourned for more than seven days (but not otherwise) notice of the adjourned meeting shall be given as if it was an Ordinary Meeting.

## **Voting**

25. Except where the 2001 Order specifies a different requirement, any question at a meeting shall be decided by a majority of the members present and voting by a show of hands.
26. In the event of any inequality of votes, the Chairman shall be entitled to an additional casting vote.

## **Rules of Debate**

27. A member must speak to the subject under discussion. The Chairman may call attention to any irrelevance, repetition, unbecoming language, or breach of order on the part of a member and, where that member persists in that conduct, may direct that member to cease speaking.
28. A ruling by the Chairman on any question of order, whether or not provided for by the Standing Orders, shall be final and shall not be open to debate.

## **Disorderly Conduct**

29. The Chairman may order a member to withdraw from a meeting if, in the opinion of the Chairman, that member has persistently disregarded the ruling of the Chairman or is behaving improperly, offensively or in a manner which is obstructing the business of the meeting.
30. In the event of a general disturbance which, in the opinion of the Chairman, prevents the orderly conduct of business, the Chairman may adjourn the meeting for such period as the Chairman consider appropriate.
31. If a member of the public interrupts the proceedings at any meeting the Chairman may order that person to be removed from the meeting or may order that part of the room which is open to the public to be cleared.

## **Members' education training and performance**

32. The Committee shall establish standards of education and training for members and, as part of those standards, shall provide for members to undergo training to assist them in their performance of their duties.
33. The Committee shall establish standards of attendance and performance for members, including a system of annual performance appraisal.
34. Members shall comply with the standards established by the Committee under Standing Orders 32 and 33 and shall not, without reasonable excuse, refuse to participate in the training or appraisal processes.

## **Codes of conduct**

35. Members shall comply with the Code of Conduct adopted by the Council and with the seven principles of public life established by the Committee on Standards in Public Life (the Nolan Principles).

## **Interests of members**

36. Members shall make a declaration of their personal interests in accordance with the Members' Interests Registration Scheme established by the Council and shall be under a duty to ensure that the details of their interests set out in the Register of Members' Interests maintained by the Council are accurate and up to date.

37. A member who has a personal interest in any matter under consideration at a meeting, whether or not declared in the Register of Members' Interests, shall promptly disclose that interest to the meeting and, unless the Committee determines otherwise, the member shall withdraw from the meeting until the Committee has concluded its consideration of that matter.

#### **Attendance and Other Allowances**

38. Claims for payments, attendance allowances or expenses shall be made by members strictly in accordance with the Members' Payments Scheme approved by the Council.

#### **Removal of members**

39. Where any information or allegation comes to the attention of the Committee that a member who is not a Council member may be in breach of the membership provisions in schedule 1 to the 2001 Order (which sets out the grounds for removing a member of Council from office) the Committee shall instruct the Registrar to send a notice to that member :

- (1) setting out brief details of the information or allegation and the relevant provisions of the 2001 Order;
- (2) advising the member that, if the information or allegation is true, the member is liable to be removed from office;
- (3) informing the member that the Committee proposes to consider that information or allegation and that the member has a right to be heard before the Committee, and
- (4) providing the member with 14 days in which to respond.

40. Where, following the service of a notice under Standing Order 39, a member responds to the Registrar expressing a wish to be heard by the Committee, the Registrar shall convene a Special Meeting of the Committee as if the response from the member was sufficient notice under Standing Order 2 but the only business to be considered at that shall be whether or not to remove that member from the Committee.

41. The procedure in Standing Orders 39 and 40 shall not apply in respect of a member of the Council who is removed from office under Paragraph 9(2)(a) of Schedule 1 by a decision of the Privy Council or who is disqualified under Paragraph 9(2)(e) of that Schedule by virtue of an order made by a Practice Committee.

42. The Committee shall establish its own standards for members' performance of their duties as Committee members and invoke the provisions of SOs 39 and 40 in the context of the Committee alone.

### **The Registrar, officers and advisers**

43. The Registrar shall be entitled to attend and speak at meetings of the Committee.
44. The Secretary or any other person advising on the business before a meeting of the Committee (including advising the Chairman on issues of order) may attend and, with the consent of the Chairman, speak at that meeting.

### **Suspension of Standing Orders**

45. Any Standing Order (other than one prescribed by the 2001 Order) may be suspended at a meeting with the consent of the Committee

### **Public access to meetings**

46. Meetings of the Committee shall be open to the public unless the business under consideration concerns :
  - (1) information relating to a registrant, former registrant or applicant for registration;
  - (2) information relating to an employee or office holder, former employee or applicant for any post or office;
  - (3) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
  - (4) negotiations or consultation concerning labour relations between the Council and its employees;
  - (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Committee or Council;
  - (6) action being taken to prevent or detect crime or to prosecute offenders;
  - (7) the source of information given to the Committee in confidence; or
  - (8) any other matter which, in the opinion of the Chairman, is confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.

## **The Seven Principles of Public Life**

### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.